

Reimbursement Guidelines for the 2016 Presidential Primary

All claimed expenses must be attributable to the March 8, 2016 Presidential Primary. See the Reimbursement Worksheet for additional information. Direct additional costs attributable to any local elections **cannot** be claimed, (eg third ballot with local proposals only with **no** presidential primary race).

Online submission of reimbursement claim must be received **by June 6, 2016**. See the Elections eLearning Center for the online form.

Allowed / Reimbursable Costs - Cities/Townships

- Rental charges for buildings used to establish polling places. (Rental expenses for use of a public building on election day (eg township hall) is not allowed)
- Supplies and postage.
- Fees for janitorial services.
- The cost of publishing close of registration notices, election notices and public accuracy test notices paid by the city or township.
- Travel and transportation expenses associated with the election. (No mileage if using city / township-owned vehicles).
- Fees for equipment rentals.
- Testing for voting system equipment
- Wages or per diem payments made to precinct inspectors and temporary employees for election day, election preparation and training.
- Election overtime or extra compensation (not part of their regular salary) paid to regular employees or election officials for handling the election (if it is the city or township's standard practice to pay extra for these hours).
- Any other miscellaneous expenses directly associated with the election.

Allowed / Reimbursable Costs - Counties

- Ballot production.
- Supplies, shipping and postage.
- The cost of publishing close of registration notices, election notices and public accuracy test notices paid by the county.
- Travel and transportation expenses associated with the election. (No mileage if using county-owned vehicles).
- Fees for equipment rentals.
- Testing for voting system equipment.
- Wages or per diem payments made to canvassers and temporary employees for election day, election preparation and training.
- Election overtime or extra compensation (not part of their regular salary) paid to regular employees or election officials for handling the election (if it is the county's standard practice to pay extra for these hours).
- Any other miscellaneous expenses associated with the election.

Non-Reimbursable Costs

- Direct additional costs attributable to any local elections **cannot** be claimed, eg third ballot with local proposals only with no presidential primary race.
- Regular salaries and standard compensation paid to regular employees or election officials (except as noted above with respect to the ongoing practice of paying "overtime" or additional compensation".
- The cost of new equipment (capital outlay).
- Maintenance expenses on voting system equipment
- The cost of reusable supplies or equipment.
- Any costs associated with the registration of voters.
- Any costs associated with the establishment of a "permanent absentee voter" mail list for the distribution of absent voter ballot application forms. (This includes the cost of any mailing sent to voters to instruct them on the procedure for adding their names to the "permanent absentee voter" mail list).

You are not required to send receipts with your claim. You are required to retain the receipts for a six year period after the election (March 8, 2022). The State retains the right to inspect all receipts in support of your claim at any time during the six year period.